

S-E-C-R-E-T

This Notice Expires 1 January 1959

NOTICE

PERSONNEL

5 November 1958

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FITNESS REPORT

NEW FITNESS REPORTING SYSTEM

1. The new fitness reporting system, which was approved by the CIA Career Council, will be formally put into effect in headquarters and the field on 1 January 1959. The new Fitness Report, Form 45 (8-58) is available in Building Supply Rooms and should now be used.

2. There is no change in Agency policy regarding the submission of initial Fitness Reports. An initial report will be prepared for each employee nine months after he enters on duty with the Agency. This report is particularly significant in that it provides a record of the supervisor's evaluation of the employee before he has completed his 12-month trial period.

3. A major innovation is the new system for submission of annual Fitness Reports. This new system provides for a fixed schedule of due dates based on grade levels, replacing the old schedule based on entrance-on-duty anniversary dates. The result of this system is that all employees in the same grade level will be evaluated at the same time. Annual reports will be prepared for each employee in accordance with the following schedule:

SCHEDULE FOR SUBMISSION OF ANNUAL REPORTS

GRADES	FOR PERIOD ENDING	DUE IN OFFICE OF PERSONNEL	
		FROM HEADQUARTERS	FROM FIELD
GS-1 thru GS-5	31 March	30 April	31 May
GS-6 thru GS-8	30 June	31 July	31 August
GS-9 thru GS-11	30 September	31 October	30 November
GS-12 and GS-13	31 December	31 January	28 February
GS-14 and above	31 March	30 April	31 May

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4. Annual reports need not be prepared in accordance with the above schedule when a report has been made within the 90-day period preceding the due date of the annual report. An annual report may be

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deferred until the employee has been under the supervisor's jurisdiction for 90 days. While the new system is being implemented, there will be instances when two annual Fitness Reports on an employee will be prepared during a 12-month period and other instances when more than 12 months will elapse between annual reports.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES